

UNITED STATES GOVERNMENT

2-Way MemoSubject: **Visitor Parking & Badges for 17 May 1983**From : **Chief, Headquarters Security Branch, PSD/OS**
Chief, Receptionist**INSTRUCTIONS**

Use following symbols whenever possible:

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Addressee of message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

16 May 1983

ROUTING SYMBOL

Secretary, O/D/ODE

INITIAL MESSAGE

1. Listed below are visitors coming to Headquarters Building for a meeting with the Director of GEP on Tuesday, 17 May 1983 at 3:00-4:00 PM in room 2000.**BLAKE, Chris D. DELTAK****STIRLING, Julianne DELTAK****2. PARKING: VIP Visitor Lot in front of main entrance.****3. BADGES: Only strip badges, call [redacted] for escort.**

1 - SECURITY/Genl

1 - LIAISON/Asst. to Priv. Ind./DELTAK

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SIGNATURE OF ORIGINATOR

Secretary, O/D/ODP

INITIAL MESSAGE

1. Listed below are visitors coming to Headquarters Building for a meeting with the Director of ODP on Tuesday, 17 May 1983 at 3:00-4:00 PM in room 2D00.

BLAKE, Chris P. DELTAK**STIRLING, Julianne DELTAK**2. **PARKING:** VIP Visitor lot in front of main entrance.3. **BADGES:** Candy-strip badges, call [redacted] for escort.4. **Thank you**

1 - SECURITY/Genl

1 - LIAISON/Asst.to Priv. Ind./DELTAK

Julianne Stirling
Education Marketing RepresentativeChris P. Blake
Manager, Federal Programs

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